

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
PARK LANE SCHOOL
HELD VIA MS TEAMS ON 10TH JUNE 2021**

Governors Present: Mrs T Palmes (TP) Chair
Mrs L Warmer (HT) Head Teacher
Mr N Banner (NB)
Mr R Davies (RD)
Mrs S Edwards (SE)
Mr G Gaddum (GG)
Mrs K Marsh (KM)
Mr C Milnes (CM)
Mrs K Wadsworth (KW)
Dr C Wee (CW)

Also in attendance: Mrs A Barnard (AB) Associate Governor
Mrs E Shaw (ES) Associate Governor
Mrs D Murdoch Clerk to the Governors

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting commenced at 3:40pm

1	APOLOGIES & ANY OTHER BUSINESS (AOB)	ACTION
	Apologies for absence from John McPherson (JM) were received and accepted by governors. There were no other items of business.	
2	CONFLICT OF INTEREST Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. The following were declared: <ul style="list-style-type: none"> • Giles Gaddum is Acting Chair of the Together Trust, a governor of Bridge College and Chair of Governors at Inscape House School. • Katy Wadsworth is a governor at Marlborough Primary School. There were no conflicts with the business of the meeting.	
3	MEMBERSHIP <ol style="list-style-type: none"> a) There were no changes to membership of the governing board. b) There were no vacancies on the governing board. c) Governors thanked Sue Edwards for her service on the governing board and contributions to the school. The parent governor vacancy had been advertised and responses were awaited. d) Arrangements to apply for criminal records checked were made by the school office within 21 days of governors taking office. e) It was confirmed that Section 128 checks are completed for all governors by the school office. f) There were no associate governors to be appointed. 	
4	CHAIR'S ACTION There had been no decisions taken under the Chair's Power to Act.	
5	PART ONE MINUTES AND MATTERS ARISING	

	<p>The part one minutes of the meeting held on 25th February 2021 were confirmed as a correct record. Action: To sign a copy of the minutes for retention by the school.</p> <p>The action log was reviewed:</p> <p>Item 5 – School Website KW had audited the school website which was compliant. There was a DfE requirement for some financial information to be published. Action: To check DfE requirement re: financial information.</p> <p>Item 7 – Induction Training NB advised that this was in progress.</p> <p>All other items were agreed as completed or ongoing.</p>	<p>TP</p> <p>Clerk</p>
6	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>a) Governors received reports from the following committees: Personal Development 27.05.21 Behaviour & Attitudes 27.05.21 Quality of Education 27.05.21</p> <p><u>Quality of Education</u> The Recovery Plan and Remote Learning provision had been reviewed and the committee had received a briefing on Ofsted timelines. Recent SIP and NLE reports had been reviewed. A report on ASDAN feedback was received. The committee was considering the development of a system of paired observations.</p> <p><u>Personal Development</u> The committee had considered ways of making governors more visible which was challenging at the moment due to Covid-19 restrictions. A Governors Day was proposed which would involve governors spending a day in school seeing resources in action. There had been an increase in the use of technology with the school using provision such as Education City and Discovery Education. Pupils had taken laptops home to access curriculum provision.</p> <p>Q: Do all pupils have the necessary hardware to access online provision? A: Yes and the school had ended up with more laptops than initially required.</p> <p>Q: Is the school capturing all the good practice and curriculum engagement of pupils during remote learning? A: All evidence and data had been collected and the software showed pupil progress. Pupils had been able to transfer their home-learning skills into the classroom.</p> <p><u>Behaviour and Attitudes</u> A staff member from the Behaviour Team had increased their hours. Three staff were undertaking ELSA (Emotional Literacy Support Assistant) training. Behaviour meetings were held regularly, and strategies were in place for pupils. There was increased occupational therapy input into Behaviour Plans. The committee had ratified the updated Behaviour Policy. The committee had considered ways to access large spaces for the older pupils and was exploring links within the local community.</p>	

	<p>Q: As sport forms part of pupils' physical and mental catch-up, could part of the Catch-up Funding be used to provide transport to access areas for sports? A: The HT would look into this and would contact Macclesfield College and Macclesfield Academy regarding accessing sports facilities. Action: To contact Macclesfield College/Academy regarding sports facilities.</p> <p>Q: How many pupils required access to sports facilities? A: Approximately 55-60 pupils across the secondary school. Ideally pupils needed space on site for sports.</p> <p>b) A governor link report for SEND had been received at the spring 2021 FGB meeting. Governors were advised that CW had not yet been able to have a Safeguarding meeting due to the current restrictions however a formal review would be held in July 2021. The return to school had been successful with the majority of pupils back in school and there were no safeguarding concerns. There was a focus upon communication and developing the voice of the child.</p> <p>Governor Comment: Safeguarding could be included in the curriculum statement as it provides evidence that the curriculum captures PREVENT and social learning.</p> <p>Subject Oversight Curriculum leaders would attend committee meetings in rotation to provide governors with subject oversight.</p>	HT
7	<p>FINANCIAL MATTERS</p> <p>a) Governors approved the final budget for 2021-22 which was a positive budget with a carry forward of £135K due to the expansion in September 2020 when a new KS3 class had been created.</p> <p>b) The staffing structure for 2021-22 remained unchanged.</p> <p>Items c – f were not discussed.</p> <p>g) Annual contracts had been addressed by the school.</p> <p>h) It had been agreed at the spring 2021 FGB meeting to reappoint the clerk as per the existing arrangement.</p> <p>Sports Grant, Pupil Premium Grant and Covid-19 Catch up funding All statements were published on the school website. A review of the impact of expenditure would be completed towards the end of the summer term. Governors noted that there was a new DfE Pupil Premium reporting template which required schools to show evidence of a research-based approach to the use of Pupil Premium.</p> <p>SFVS submission It was confirmed that the SFVS had been approved by the FGB and submitted by the 28th May 2021 deadline.</p>	
8	<p>PART ONE HEAD TEACHER'S REPORT AND MATTERS ARISING The HT spoke to the report which had been made available prior to the meeting via Governor Hub and highlighted the following:</p> <ul style="list-style-type: none"> • Pupil numbers for 2021-22 would remain stable with nine pupils leaving at the end of the summer term 2021 and ten pupils joining the school in September 2021. 	

	<ul style="list-style-type: none"> • One member of staff had left, and another would be taking maternity leave. The school was recruiting for a teacher to provide maternity cover. A supply teacher was providing cover in Hovis class until the end of the summer term 2021. • Annual reviews had been completed remotely with parents. 98% of parents had reported that pupils were happy at the school. Concerns had been raised regarding access to SALT (Speech and Language Therapy). The school would consider commissioning their own SALT provision. • The school had applied to ASDAN to postpone external moderation. Allowances had been made for online learning. Coursework would be moderated externally. A delay would not affect the future of pupils. • One pupil who had left the school was now volunteering one day per week at the hospital. This was unsupported and was excellent for personal development. The Rossendale Trust were providing support in CV and skills building and with jobs applications. Another pupil had started a six week supported internship at All Hallows Catholic College. Currently there were no job vacancies at All Hallows but there may be opportunities in September 2021. • The school was hoping to start a new round of supported internships in September 2021. 	
9	<p>SCHOOL DEVELOPMENT PLAN (SDP) a&b) The updated SDP 2020-21 had been circulated via Governor Hub. A final evaluation would be made available on Governor Hub at the end of the academic year 2020-21 together with targets for 2021-22 which would be based upon progress against the Ofsted timeline.</p>	
10	<p>ATTENDANCE 43% of pupils attended school on a daily basis from 5th January 2021. 6% of pupils had not returned since March. This was due to serious underlying health conditions and pupils were accessing remote learning.</p>	
11	<p>HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW (HTPMR) A date for the review would be arranged with the current School Improvement Partner (SIP), Gill Robinson. Action: To arrange a date for the HTPMR.</p>	HT
12	<p>GOVERNANCE STATEMENT Action: To complete the Governance Statement and upload to Governor Hub for review and approval prior to publishing on the school website.</p>	TP/All G'nors
13	<p>POLICIES Governors agreed to review and approve the following policies via Governor Hub:</p> <ul style="list-style-type: none"> • Managing Staff Sickness • Admissions Arrangements • Data Protection Policy • Child Protection Policy • Pay Policy for Teachers • Pay Policy for Non-teaching Staff Members • RSE Policy • Lettings Policy • Behaviour Policy and Addendum • Virtual Meeting Protocol 	All G'nors

	<p>Action: To review at least four policies per governor by autumn 2021 FGB meeting.</p> <p>It was agreed that once five governors had reviewed and approved a policy via Governor Hub, the policy could be considered as approved by the FGB.</p>	
14	<p>UPDATE ON SCHOOL EXPANSION</p> <p>Construction was progressing with the steel frame, floor, and drainage now in place. There had been delays due to drainage, levels and water on site and retaining structures had been required. The completion date was now 8th December 2021, however governors were advised that handover was anticipated in January 2022.</p> <p>Governors noted that Macclesfield College had requested that the sixth form move out of their building by September 2021 which would effectively leave them homeless. Cheshire East had contacted the College to ask that the sixth form be allowed to remain there until the new building was available. The school had approached Macclesfield Academy to enquire if they had the space and facilities to host the sixth form for one term if required. The Academy were securing funding to develop their own resource provision which could meet the needs of the sixth form providing it would be ready by September 2021.</p> <p>Governors noted that moving to the Academy for one term would impact the safeguarding and mental health of the young people involved. Some of these pupils struggle to adapt to changes and the disruption would impact upon their ability to complete qualifications.</p> <p>It was agreed to push to remain at the College for the additional term required. Governors would write to the College Head and governing board and Cheshire East.</p> <p>Action: To draft a letter to the College regarding the sixth form provision and circulate to governors for comment.</p>	TP/All G'nors
15	<p>DIRECTOR'S REPORT</p> <p>The summer term 2021 Director's Report had been uploaded to Governor Hub and reviewed by governors prior to the meeting.</p>	
16	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>a) Governors had undertaken training with the SIP prior to the FGB meeting today. NB had started the induction modules and training certificates had been received from RD.</p> <p>Action: To undertake Safer Recruitment training.</p> <p>b) Following reports from the SIP it was agreed to reinstate a Strategy committee. It was agreed to approach Huw Edwards regarding leading the establishment of the committee with a brainstorming session.</p> <p>Action: To contact Huw Edwards regarding the set up of a Strategy committee. Governors to consider joining the new committee.</p> <p>c) Action: To verify governor attendance.</p>	<p>KM</p> <p>TP/All G'nors</p> <p>KM</p>
17	<p>NOMINATIONS FOR CHAIR</p> <p>TP was nominated for Chair. Governors were advised that TP would be happy to continue as Chair for one more year which would be her eighth year, then proposed to step down and provide support to a new chair.</p> <p>Action: To place election of Chair on autumn 2021 FGB agenda.</p>	Clerk

18	NOMINATIONS FOR VICE CHAIR CM was nominated as Vice Chair. Action: To place election of Vice Chair on autumn 2021 FGB agenda.	Clerk
19	CONFIRM TERM DATES FOR 2022-23 Action: To circulate 2022-23 term dates for approval via Governor Hub.	HT
20	MEETINGS The dates and times of the three FGB meetings to be held during 2021-22 were confirmed as: <ul style="list-style-type: none"> • Thursday 4th November 2021 at 3:30pm • Thursday 3rd March 2022 at 3:30pm • Thursday 9th June 2022 at 3:30pm Action: To circulate meeting dates to governors.	Clerk
21	ANY OTHER BUSINESS There were no additional items of business.	
22	IMPACT STATEMENT <i>"What contribution does the governing board feel it has made to the provision especially the improvement of outcomes for pupils?"</i> Governors had reviewed progress against the Ofsted timeline, instigated a new Strategy committee, agreed an approach to ensure the sixth form had suitable facilities for the autumn term 2021 and identified a need for access to space for sports. <i>"How do disadvantaged pupils progress and attain and what can be done to improve progress?"</i> Governors had reviewed the use of Catch-up premium and Pupil Premium. <i>* Park Lane Governors are using the GovernorHub Health check based on the Ofsted framework to guide our self-review.</i>	

The meeting moved to the part two agenda at 5:09pm.



Chair

4.11.21

Dated